BASIC FORECASTING

Agenda

- ***What Is Forecasting?***
- ***How To Forecast***
  - Unit Requirements Worksheet
  - OIP C5 Tracker
- ***Subquota Matrix***
  - Company Level
  - JBLM Level
  - Calculations
  - BDE Seat Allocations Worksheet
- ***Subquota Timeline***
- ***Training Enabler Utilization Tracker***
- ***SC415 FY Game Plan (Suggested)***
- ***Master Calendar***

What Is Forecasting?

- ***Every unit in the military is required by regulation to have a specific number of people certified in standard capabilities***
  - Example – All units must have a primary and alternate person trained in HAZMAT
- ***Your unit will have MOS specific capabilities that need to be met***
- ***You can find a list of these capabilities on your MTOE***
  - S1 shop should have a copy
  - FMS Website has copies

What Is Forecasting? SC415

- ***SC415 cannot always provide 100% of the seats JBLM is requesting***
  - Number of seats is based on how many classes instructors can teach and how many seats per class
  - Once percentages are calculated, the number of seats designated to each BDE is their subquota
- ***Subquotas are designated to each BDE in an effort to ensure they have priority in reserving seats here on JBLM***

What Is Forecasting? SC415

- ***Army regulation requires that seats are only designated until 45 days prior to the start date***
  - Designated seats become open to all at the 45 day mark
- ***The goal is for BDEs to fill their seats prior to the 45 day mark to reduce the number of students they must send TDY to train***

How to Forecast

- ***Process:***
  - Obtain unit M-TOE – lists equipment and personnel requirements for your unit
    - S1 shop should have unit M-TOE
  - Review “Unit Requirements” spreadsheet – lists all SC415 courses requirements
    - Enter number required for your unit in the REQ column in the subquota matrix
  - Compare M-TOE against C5 Tracker
    - **Identify how many of the trained Soldiers will retain their certification over the next FY**
    - Enter that number in TRAINED column in the subquota matrix

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Unit Requirements

Lists all SC415 courses, unit requirements, prerequisites, retention requirements, course description, regulations/policies, proponent, certification length, number of days for the class and more

COURSE	HOST	UNIT REQUIREMENT	RETENTION REQUIREMENTS	COURSE DESCRIPTION	PREREQUISITES
ADVANCED MARKSMANSHIP INSTRUCTOR COURSE (AMIC) NEED TO ADD TO MATRIX	INSTALLATION (ATRRS)	BASED ON UNIT TRAINING REQUIREMENTS. TO PROVIDE UNIT NCO/OFFICER LEADERS SMALL ARMS WEAPONS PROFICIENCY, RANGE OPERATIONS SKILLS, AND INSTRUCTIONAL EXPERTISE. GRADUATES ARE QUALIFIED TO RETURN TO THEIR UNIT AS ADVANCE MARKSMANSHIP INSTRUCTORS TO ADVISE THE COMMAND AND EXECUTE MARKSMANSHIP TRAINING PROGRAMS FOR THEIR UNITS AND HIGHER HEADQUARTERS.	6 MONTHS RETAINABILITY UPON COURSE COMPLETION	ADVANCED MARKSMANSHIP TRAINING AND APPLICATION	SOLDIER MUST BE IN A LEADERSHIP POSITION THAT IS LISTED ON ERB/ORB. CPL/SPC IN A LEADERSHIP POSITION ON ERB MAY BE ELIGIBLE FOR A WAIVER SIGNED BY AN O6 OR HIGHER. MUST HAVE QUALIFIED WITH THEIR INDIVIDUAL WEAPON WITHIN
AIRLOAD PLANNER COURSE (LOAD PLANNER)	MTT	UNITS ARE REQUIRED TO HAVE ONE OFFICER, WARRANT OFFICER, OR ONE NCO, SSG OR ABOVE, PER COMPANY SIZED UNIT AND DESIGNATED AS THE AIRLOAD PLANNER. ONE SGT OR ABOVE PER COMPANY MAY TRAIN AS ALTERNATE AIRLOAD PLANNER.	ONE YEAR RETAINABILITY IN UNIT	MANUAL PLANNING OF EQUIPMENT AND VEHICLE LOADING ON AIRCRAFT	ATTENDEE MUST HAVE COMPLETED EQUIPMENT PREPARATION COURSE
EQUIPMENT PREPARATION COURSE (EQUIP PREP)	MTT	UNITS ARE REQUIRED TO HAVE ONE SIX MAN TEAM PER COMPANY SIZED UNIT. NORMALLY, ATTENDEES OF THIS COURSE ARE SPC AND BELOW.	ONE YEAR RETAINABILITY IN UNIT	PREPARATION OF EQUIPMENT AND VEHICLE FOR AIR MOVEMENT	N/A
AMMUNITIONS MANAGER COURSE (TAMIS-R) (AP)	INSTALLATION (ATRRS)	AMMUNITIONS MANAGER COURSE (TAMIS-R) IS REQUIRED FOR ANY MILITARY AND CIVILIAN ASSIGNED AS THE BDE/ BN AMMUNITION MANAGER AND WILL BE HANDLING OR TRANSPORTING AMMO WHILE STATIONED ON JBLM/YAKIMA.	6 MONTH RETAINABILITY IN UNIT	BN/ BDE LEVEL AMMO MANAGERS	ATTENDEE MUST BE ASSIGNED AS THE AMMUNITION MANAGER
ANTI-TERRORISM OFFICER LEVEL II COURSE (ATO)	MTT	UNITS ARE REQUIRED TO HAVE ONE OFFICER, WARRANT OFFICER, AND NCO PER BRIGADE/BATTALION -SIZED UNIT. NCO MUST BE OF PAY GRADE E-7 AND ABOVE.	6 MONTHS RETAINABILITY IN UNIT	COURSE ON ANTI-TERRORISM AWARENESS	N/A

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Unit Requirements

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COURSE	SOURCE DOCUMENT	SOURCE DOCUMENT	SOURCE DOCUMENT	PROPONENT POI (INSTALLATION)	OTHER CERT SOURCES	CERT LENGTH	DAYS
ADVANCED MARKSMANSHIP INSTRUCTOR COURSE (AMIC) NEED TO ADD TO MATRIX	FM 3-22.9	FM 3-25.35	7th ID AMIC POI	7TH ID BAYONET ACADEMY	NONE	INDEFINITE	15
AIRLOAD PLANNER COURSE (LOAD PLANNER)	FORSCOM REG. 55-1	JBLM 350-2		AMC AFFILIATION TEAM FROM TRAVIS AFB (ITS, DPTMS)	NONE	2 YEARS	8
EQUIPMENT PREPARATION COURSE (EQUIP PREP)	FORSCOM REG. 55-1	JBLM 350-2		AMC AFFILIATION TEAM FROM TRAVIS AFB (ITS, DPTMS)	NONE	2 YEARS	3
AMMUNITIONS MANAGER COURSE (TAMIS-R) (AP)	FL REG 700-20 P. 1-4 E (6)	JBLM 350-2		ITS, DPTMS	NONE	ONLY GOOD WHILE STATIONED AT THIS INSTALLATION	2
ANTI-TERRORISM OFFICER LEVEL II COURSE (ATO)	AR 525-13	IAW 600-9	IAW AR 350-1	FORSCOM ANTITERRORISM OFFICE (42D MP BDE)	ANY OTHER ARMY COURSE THAT ISSUES A DA FORM 87	LIFE	5

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OIP C5 Tracker Example Tabs

OIP QUESTION C. 5. - Does the unit have a system for tracking the soldiers (by name and unit) who are trained from each school?

I Corps MTT = Seats designated to JBLM units ONLY
No subquotas allotted for "Others"
train the trainer course

PASSWORD TO UNLOCK SHEET IN ORDER TO ADD OR DELETE ROWS/COLUMNS = password1; PURPLE COLUMN LOCKED TO PROTECT FORMULA

COURSE	RANK	SOLDIER'S NAME	DATE 888 SUBMITTED	COURSE START DATE	COURSE END DATE	CERTIFICATION COMPLETE	CERTIFICATION EXPIRATION	MOI REQUIREMENT	SOLDIER'S RETAINABILITY IN # OF DAYS	SOLDIER'S PCS/ETS DATE
SC415 Courses										
AIRLOAD PLANNER (ICODES)	O2	DUCK, DAFFY	8 Feb 16	2 Jun 16	4 Jun 16	2-Jun-16	2-J	1 primary	02	8-Jun-18
	E6	SAM, YOSEMITE	7 Mar 15	7 Jun 15	8 Jun 15	8-Jun-15	8 -17	1 alternate E6 or above		2-Dec-16
EQUIPMENT PREPARATION (EQUIP PREP)	E4	MOUSE, MIGHTY	8-Jan-15	2-Apr-15	7-Apr-15	7-Apr-15	r-17	6 person team per company		8-May-16
							EARS			
							YEARS			
							YEARS			
							YEARS			
							EARS			
AMMO MGR TAMIS-R (AP)							WH T JBLM	BN or BDE level		
ANTITERRORISM AWARENESS TRAINING								BN or BDE level		
ARMY FLIPL TRACKET (AFT)							INDEFI	unit supply personnel, company XO & CDR		
							INDEFINITE			
							INDEFINITE			
BASIC LIFE SUPPORT (CPR) - **1 per squad**							2 YEARS			
							2 YEARS			

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COURSE	RANK	SOLDIER'S NAME	DATE 888 SUBMITTED	COURSE START DATE	COURSE E… DA…	CERTIFICATION COMPLETE	CERTIFICATION EXPIRATION	MOI REQUIREMENT	SOLDIER'S RETAINABILITY IN # OF DAYS	SOLDIER… PCS/ETS DATE
SC4… Courses										
AIRLOAD PLANNER (ICODES)	O2	DUCK, DAFFY	8 Feb 16	2 Jun 16	4…n 16	2-Jun-16	2-Jun-18	1 prim…	702	8-Jun-18
	E6	SAM, YOSEMITE	7 Mar 15	7 Jun 15	8…n 15	8-Jun-15	8-Jun-17	1 alte…te E6 or above	149	2-Dec-16
EQUIPMENT PREPARATION (EQUIP PREP)	E4	MOUSE, MIGHTY	8-Jan-15	2-Apr-15	7-…-15	7-Apr-15	7-Apr-17	6 pe…n team per company	-59	8-May-16
							2 YEARS			
							2 YEARS			
							2 YEA…			
							2 YEARS			
							2 YEARS			
AMMO MGR TAMIS-R (AP)							WHILE AT JBLM	BN or BDE level		
ANTITERRORISM AWARENESS TRAINING							LIFE	BN or BDE level		
ARMY FLIPL TRACKET (AFT)							INDEFINITE	unit supply personnel, company XO & CDR		
							INDEFINITE			
							INDEFINITE			
BASIC LIFE SUPPORT (CPR) - **1 per squad**							2 YEARS			
							2 YEARS			

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Subquota Matrix

- ***Each company completes company level matrix***
- ***BNs combine into BDE matrix***
- ***BDEs review and submit matrix to TSB for subquota allocations***
- ***TSB publishes FY subquota allocations NLT 1 AUGUST yearly***

NOTE: Total required – total trained with retainability throughout next FY = total number seats needed

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Company Subquota Matrix

We have annotated company level requirements on all that were standardized. Your company size and Commander's discretion will determine the rest

SEE UNIT REQUIREMENTS WORKBOOK FOR DETAILS/REQUIREMENTS ON EACH SC415 CLASS LISTED BELOW		* = train the trainer certifcations - graduates qualified to train their unit				
		COMPANY				
I Corps MTT = Seats designated to JBLM units ONLY No subquotas allotted for "Others"		Enter Company name here				
		REQ	TRAINED	DIFF		
ADVANCED MARKSMANSHIP TRAINING (AMIC)*		2		2		train the trainer - graduates become qualified to train their units
AIRLOAD PLANNER (ICODES)		2		2		1 primary 1 alternate: 1 officer 1 SSG or above
AMMO MGR TAMIS-R (AP)		0	0	0		BN or BDE level
ANTITERRORISM AWARENESS TRAINING		0	0	0		BN or BDE level
ARMY FLIPL TRACKET (AFT)		3		3		unit supply personnel, company XO & CDR
BASIC LIFE SUPPORT (CPR) - **1 per squad**				0		
BATTLE STAFF NCO				0		1 NCO per coded 2S ASI Battle Staff position
BDE/BN XO/S3		0	0	0		BN or BDE level
CBRN DEFENSE COURSE		2		2		1 officer 1 NCO E5 or E4-P with wiaver
COMPANY COMMNADER/1SG COURSE - CCFSPCC		2		2		pre command course
COMBAT LIFESAVER COURSE (CLS)* - **1 per squad**				0		NON medical units - train the trainer
COMBATIVES LEVEL I COURSE* - **1 per platoon**				0		train the trainer - graduates become qualified to train their units
COMBATIVES LEVEL II COURSE* - **2 per company**				0		train the trainer - graduates become qualified to train their units
COMBATIVES MASTER TRAINIER* (Formerly Combatives III)				0		train the trainer - graduates become qualified to train their units
DLA CUSTOMER SERVICE COURSE				0		based on unit need/M-TOE
DIVISION RANGER SELECTION ASSESMENT (DRSA)				0		based on unit need/M-TOE - Ranger candidates
DTS				0		recommended for RO/AO

Ensure "TRAINED" will maintain certification throughout next FY

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Company Subquota Matrix

SEE UNIT REQUIREMENTS WORKBOOK FOR DETAILS/REQUIREMENTS ON EACH SC415 CLASS LISTED BELOW		* = train the trainer certifcations - graduates qualified to train their unit			
I Corps MTT = Seats designated to JBLM units ONLY No subquotas allotted for "Others"		COMPANY Enter Company name here			
		REQ	TRAINED	DIFF	
EQUIPMENT PREPARATION (EQUIP PREP)		6		6	6 person team per company
FED LOG COURSE				0	mainly for S4 personnel
FIELD SANITATION COURSE		2		2	1 NOC 1 junior enlisted
FUEL HANDLER				0	ALL 92Fs or ANYONE that will be handling fuel
GCSS - ARMY AUTOMOTIVE				0	awaiting info
GCSS - ARMY SUPPLY				0	awaiting info
HAZMAT		2		2	1 officer 1 NCO E5 or above
JOINT EFFECTS MODEL (JEM)				0	awaiting info
MAINTENANCE MANAGER COURSE		2		2	1 primary 1 alternate supply & maintenance personnel
MASTER DRIVER		0	0	0	BN level and above
MEDIC VALIDATION/MEDIC TABLE 1-8				0	68Ws
MEDPROS - CLERK		2		2	1 primary 1 alternate
MEDPROS - LEADER		2		2	1 primary 1 alternate
PHYSICAL READINESS TRAINING (PRT)				0	train the trainer - graduates become qualified to train their units
SCHOOLS NCO		2		2	1 primary 1 alternate
STRYKER 101 - **platoon leaders & squad leaders**				0	
SUPPLY MANAGEMENT		2		2	1 primary 1 alternate
SUPPORT OPERATIONS COURSE (PHASE II) - **CPT or above**				0	1 officer
TC-AIMS II		1		1	Officer or SSG or above
UMO DEPLOYMENT PLANNER (UMODPC)		2		2	1 officer 1 NCO E6 or above
UMO DEPLOYMENT PLANNER (UMODPC) - SC415		2		2	1 officer 1 NCO E6 or above
UNIT ARMORER COURSE		3		3	1 primary 2 alternates

Ensure "TRAINED" will maintain certification throughout next FY

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JBLM Subquota Matrix

NO SUBQUOTAS DESIGNATED FOR "OTHERS" AWAITING INFO FROM I CORPS OR FORSCOM	MSC TOT REQ	MSC TOT SHORTAGE	% SEATS AVAILABLE	SEATS SHORT	FY 16 SEATS AVAILABLE	HSC 7ID	HSC 7ID	2 ND DIVARTY	2 ND DIVARTY
						QUOTA	TOT SHORTAGE	QUOTA	TOT SHORTAGE
CBRN DEFENSE COURSE	435	234	144%	102	336	10	10	13	13
CC/1SG	388	164	179%	130	294	8	8	9	9
COMBAT LIFESAVER COURSE (CLS)	1591	917	16%	-767	150	4	24	0	0
COMBATIVES LEVEL I COURSE	16291	14456	2%	-14132	324	7	305	30	1,353
COMBATIVES LEVEL II COURSE	384	215	78%	-47	168	6	8	2	2
COMBATIVES LEVEL III COURSE	135	96	133%	32	128	2	2	3	3
CONTRACTING OFFICERS REP	95	91	382%						2
DLA CUSTOMER SERVICE COURSE	281	265	36%						0
DIVISION RANGER SELECTION ASSESMENT (DRSA)		57	253%						3
DTS	161	113	150%						6
EQUAL OPPORTU	148	172	140%						0
EQUIPMENT PREP	1274	1019	12%						42
FED LOG COURS	117	109	44%						3
FIELD SANITATIO	394	110	436%	370	480	6	9		9
HAZMAT	527	315	127%	85	400	4	4	7	7
MAINTENANCE M	124	110	73%	-30	80	1	2	4	6
MASTER DRIVER	371	140	229%	180	320	4	4	7	7
MEDIC VALIDATION/MEDIC TABLE 1-8	1166	806	119%	154	960	5	5	39	39
MEDPROS - CLERK	323	195	90%	-19	176	2	2	16	18
MEDPROS - LEADER	347	171	103%	5	176	2	2	24	24
PBUSE (MID LEVEL MANAGEMENT COURSE) (MLMC)	142	99	97%	-3	96	4	4	6	6
PBUSE (PROPERTY BOOK ENHANCED) COURSE (PBE)	225	109	88%	-13	96	3	3	9	10
PBUSE (UNIT SUPPLY ENHANCED) COURSE (PBUSE)	257	132	218%	156	288	6	6	8	8
PBUSE AIT	194	120	220%	144	264	6	6	8	8
POST DRIVER COURSE - AWAITING HIRING OF INSTRUCTOR	151	124	65%	-44	80	0	0	0	0
PHYSICAL READINESS TRAINING (PRT)	307	67	430%	221					
REAR DETACHMENT LEADER	99	79	223%	97					
SCHOOLS NCO	227	166	96%	-6					
STANDARD ARMY MAINTENANCE SYSTEM COURSE (SAMS-1E)	140	47	511%	193					
STRYKER 101	88	60	373%	164					
SUPPLY MANAGEMENT	209	178	45%	-98					
SUPPORT OPERATIONS COURSE (PHASE II)	142	85	19%	-69					
TC-AIMS II	446	266	27%	-194					
UMO DEPLOYMENT PLANNER (UMODPC)	452	263	68%	-83	180	3	4	9	13
UNIT ARMORER COURSE	391	152	237%	208	360		3	4	4
UNIT ARMORER REFRESHER COURSE	189	166	48%	-86	80	1	3	2	4
						600			

 # seat available based on instructor input

Quotas are calculated as follows: # seats BDEs are requesting / # seats available at JBLM = % of seats requested we can provide. Each BDE gets that percentage of what they need.

Each BDE has own worksheet

FY QUOTA CALCULATIONS | REVISED UNIT REQUIREMENTS | MSC TOTAL REQUIREMENTS | MSC TOTAL DIFFERENTIAL | 7 ID HSC | 2nd DIVARTY | 2-2 SBCT | 1-2 SBCT | 16 CAB

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BDE Seat Allocations Spreadsheet

SEATS WERE DIVIDED BY DIVISION'S REQUEST FOR BDE PRIORITIES THROUGHOUT THE YEAR BASED ON TRAINING AND CYCLE SCHEDULES
EXAMPLE - IF BDE 1 IS GOING TO NTC IN JUNE - DO NOT SCHEDULE BDE 1 FOR CLASSES JUNE

	LEGEND	* MTT	On the monthly TEUT		need info confirmed			ALL CMPLT	No Others designated subquotas											

[redacted] Course - 190%

CL #	SUSPENSE	CLASS DATE	2ND DIVARTY	1/2 SBCT	2/2 SBCT	16 CAB	17 FAB	201 EMIB	555 EN	7ID	593 ESC	[redacted]	62 MED	CORPS HHB	USASOC	MAMC	189	84 CIV	IMCOM	SEATS AVAILABLE	TOT SEATS BDE
CL 001	19 Sep 15	3 Nov 15	2	2	2	2	5	2	2	4	3	3		6	1		4			40	40
002	26 Dec 15	9 Feb 16	2	2	2	8	3	3	6	2	3	3	2	2			2			40	40
CL 003	[redacted]	3 Aug 16	2	2	2	2	2	2	1	2	3	2	2	2						40	24
RUNNING TOTAL OF SEATS ALLOCATED AT QUARTERLY REVIEWS			6	[redacted]					9	8	9										
																					104
QUOTA BASED ON # SEATS INSTRUCTORS CAN TEACH & # SEATS BDES REQUEST			2	4	6	8	5	3	6	6	0										
# SEATS BDE ARE REQUESTING TO FILL REQUIREMENTS			2	4	6	8	5	3	6	6	0										

Shows how many seats in each class a BDE has allocated

CBRN Defense Course - 144%

CL #	SUSPENSE	CLASS DATE	2ND DIVARTY	1/2 SBCT	2/2 SBCT	16 CAB	17 FAB	201 EMIB	555 EN	7ID	593 ESC	42 MP	62 MED	CORPS HHB	USASOC	MAMC	189	84 CIV	IMCOM	SEATS AVAILABLE	TOT SEATS BDE
CL 001	29 Aug 15	13 Oct 15	1	1	1	1	1	1	1	2	1	1	1	2	2	1		1		24	18
CL 002	18 Sep 15	2 Nov 15	1	1	2	2	1	1	1	2		1	1	1	2	1		1		24	18
CL 003	16 Oct 15	30 Nov 15	1	2	3	2	1	1	1	1		1	1	1	3	1				24	19
CL 004	20 Nov 15	4 Jan 16	2	2	3	2	2	1	1	1	1	2	1	3	2	1				24	24
CL 005	11 Dec 15	25 Jan 16	2	2		2	2	1	1	1	2	3	1	3	2	1	1			24	24
CL 006	8 Jan 16	22 Feb 16	1	2	3	3	2	1	1	1			1		3	1				24	19
CL 007	5 Feb 16	21 Mar 16	3	1	4	1	1	1	1	1	1	3	1		1	1				16	20
CL 008	26 Feb 16	11 Apr 16	1	4	3	2	2	2	2	1		2	1	1	2			1		24	24
CL 009	18 Mar 16	2 May 16	1	4	3	2	2	2	2	1	1	2	1	1	1			1		24	24
CL 010	29 Apr 16	13 Jun 16	2	2	3	2	2	2	2	2											
CL 011	27 May 16	11 Jul 16	1	2	2	2	1	2	2		1										
CL 012	17 Jun 16	1 Aug 16	1	2	2	2	1	1	1	1	1										
CL 013	8 Jul 16	22 Aug 16	1	2	2	2	1	2	1	1	1										
CL 014	29 Jul 16	12 Sep 16	0	2	2	2	1	1	2		1										
RUNNING TOTAL OF SEATS ALLOCATED AT QUARTERLY REVIEWS			18	29	33	27	20	19	19	15	10										
																				320	247
QUOTA BASED ON # SEATS INSTRUCTORS CAN TEACH & # SEATS BDES REQUEST			13	26	39	28	22	11	12	10	1	3	7	16	25	7	1	5	0	226	
# SEATS BDE ARE REQUESTING TO FILL REQUIREMENTS			13	[redacted]									7	16	25	7	1	5	0	226	

BDE FY allocations listed for each course

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Training Enablers Utilization Tracker

JUN 14 INDIVIDUAL TRAINING SEAT UTILIZATION						
UNIT	QUOTA	ENROLLED	QUOTA USE RATE	NO SHOWS	DROPS	SEAT USE RATE
2/2 SBCT	33	1	3%	1	0	0%
3/2 SBCT	106	104	98%	18	2	81%
16 CAB	5	9	180%	1	0	89%
17 FiB	98	18	18%	3	1	78%
555 EN	18	18	100%	4	1	72%
593 SB	14	2	14%	0	0	100%
42 MP	4	20	500%	0	0	100%
62 MED	46	15	33%	1	0	93%
201 BfSB	51	28	55%	4	2	79%
51 SIG	5	10	200%	3	0	70%
USASOC	32	34	106%	0	0	100%
OTHER	63	77	122%	7	2	88%
TOTAL	475	336	71%	42	8	85%

Historical Monthly Averages				
	FY13	Apr 14	May 14	Jun 14
YTC Range	90%	98%	96%	100%
JBLM Range	56%	71%	62%	100%
Course Seats	76%	81%	80%	85%
Leadership Seats	88%	86%	100%	90%
MTC/Simulation Historical Monthly Averages				
	FY13	Apr 14	May 14	Jun 14
Gaming Utilization	89%	92%	35%	100%
Ind Tng Utilization	71%	83%	90%	100%
Simulators	85%	92%	88%	100%

NOTE: Classes not meeting minimum number of enrollments at 2 weeks prior to start date are CANCELLED

TOTAL CLASSES	TOTAL SEATS	CANCELLED	SEATS CANCELLED	CLASS CANCELLED %	SEATS CANCELLED %
42	934	9	144	21%	15%

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Subquota Timeline

- ***Timeline: (I Corps OPORD forthcoming)***
  - 26 APR 16 - TSB and G3 Training meet with ALL Schools NCOs to explain the process
  - 24 May 16 - TSB and G3 Training meet with all Division Schools NCOs for Final Quota validation and input into the matrix
  - 1 AUGUST - TSB publishes FY master schedule (website)

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SC415 FY Game Plan (Suggested)

- ***Once the FY master calendar is published along with the BDE Seat Allocations Spreadsheet, Company level Schools NCO can game plan their SC415 submissions:***
  - Identify which class dates/times best suit your unit's needs
  - Select the best candidate to attend the class
  - Submit HJB 888 for the class
  - Annotate your HJB 888 submissions in schools tracker
  - Check ATRRS for student enrollments

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SC415 FY Game Plan (Suggested)

- Monitor schools tracker for classes approaching a minimum of one month prior to start date
  - A month gives you 2 weeks to ensure student is in ATRRS or swap student for better candidate before the 2 week cut off
  - Review your HJB 888 to ensure that the student submitted is still the best candidate
  - If not, submit HJB 888(drop/add) for best candidate

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SC415 FY Game Plan (Suggested)

- ***Follow up with each student to ensure they receive the following email notifications:***
  - ATRRS email - This occurs automatically once student is input in ATRRS – goes to official email address
  - Course manager email - Emails are sent 2 weeks prior to all students outlining updated Ws and class information

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Schools Submission Tracker

Optional tool for tracking SC415 and other schools submissions. It is imperative that Company level schools NCO have ATRRS Review access and are tracking their submissions.

COMPANY LEVEL HJB 888 TRACKER

NOTE: Columns highlighted in green have formulas. Worksheet is locked to protect them. If you unlock to customize the sheet, be careful not to erase formulas.

You will notice certain cells popping up with ##### once you start to enter info. This is normal and those cells will calculate automatically as you complete your input.

Any overdue dates will be highlighted in red. If deadline is 30 days or less out, it will highlight in amber. If disapproved, the cell will highlight red.

TOTALS	REQUESTS SUBMITTED	0			SC415	0	NON-SC415	0		DISAPPROVED	0			
STUDENT NAME	COURSE TITLE	SC415 Y/N	DATE SUBMITTED	COURSE START DATE	DAYS UNTIL 45 DAY WINDOW	SC415 45 DAY WINDOW	DAYS UNTIL 90 DAY DEADLINE	NON-SC415 90 DAY DEADLINE	2 WEEK CLOSE OUT DATE	CURRENT STATUS	APPROVED - Y/N	REASON DISAPPROVED	STUDENT EMAIL	COMMENTS
SSG EXAMPLE 1	HAZMAT	Y	2-Feb-16	13-Jun-16	3	29-Apr-16	FALSE	FALSE	30-May-16	AT BN			EXAMPLE.E.EXAMPLE.MIL@MAIL.MIL	
SSG EXAMPLE 2	RANGER	N	12-Dec-15	9-May-16	FALSE	FALSE	-77	9-Feb-16	25-Apr-16		N	prerequisites not met		

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Master Calendar

Courses listed by course title, location, start and end date, 45 day mark cut off, number of seats available

EGEND:

AWAITING FINAL INFORMATION/CONFIRMATION

Corps MTT - Subquotas restricted to 7ID, 593rd, I Corps HHB. All others must ait until 45 day window to apply.

ellow Change date, location, or seat number

lue: Added Course Dates

ancelled Courses

= Installation hosted M

Calculations for end of year reporting

OURSE	BUILDING/ROOM #	FY	CLASS #	NOT IN ATRRS 45 DAY MARK - DESIGNATED SEATS NOW OPEN TO ALL	START DATE	END DATE	2 WEEKS ATRRS CLOSURE	SEATS AVAILABLE	# Classes Cancelled: Low Enrollments	# Classes Cancelled: Lack Resources	# Classes Cancelled: Lack Funding	# Seats Cancelled: Low Enrollments	# Seata Cancelled: Lack Resources	# Seata Cancelled: Lack Funding	# Classes Added	# Seats Added	# Times Changed Date	# Times Changed Seat #	# Times Changed Location
B efense Course	Bldg 3203 Rm 5	16	CL 001	29 Aug 15	13 Oct 15	23 Oct 15	29 Sep 15	24											
Defense Course	Bldg 3203 Rm 5	16	CL 002	18 Sep 15	2 Nov 15	13 Nov 15	19 Oct 15	24											
N Defense Course	Bldg 3203 Rm 5	16	CL 003	16 Oct 15	30 Nov 15	11 Dec 15	16 Nov 15	24											
RN Defense Course	Bldg 3203 Rm 5	16	CL 004	21 Nov 15	5 Jan 16	15 Jan 16	22 Dec 15	24									1		
BRN Defense Course	Bldg 3203 Rm 5	16	CL 005	11 Dec 15	25 Jan 16	5 Feb 16	11 Jan 16	24											
BRN Defense Course	Bldg 3203 Rm 5	16	CL 006	8 Jan 16	22 Feb 16	4 Mar 16	8 Feb 16	24											
BRN Defense Course	BLDG 3201 DL 1	16	CL 007	27 Jan 16	12 Mar 16	1 Apr 16	27 Feb 16	24											
BRN Defense Course	Bldg 3203 Rm 5	16	CL 008	26 Feb 16	11 Apr 16	22 Apr 16	28 Mar 16	24											
BRN Defense Course	Bldg 3203 Rm 5	16	CL 009	18 Mar 16	2 May 16	13 May 16	18 Apr 16	24											
BRN Defense Course	Bldg 3203 Rm 5	16	CL 010	29 Apr 16	13 Jun 16	24 Jun 16	30 May 16	24											
BRN Defense Course	Bldg 3203 Rm 5	16	CL 011	27 May 16	11 Jul 16	22 Jul 16	27 Jun 16	24											
BRN Defense Course	Bldg 3203 Rm 5	16	CL 012	17 Jun 16	1 Aug 16	12 Aug 16	18 Jul 16	24											
BRN Defense Course	Bldg 3203 Rm 5	16	CL 013	8 Jul 16	22 Aug 16	2 Sep 16	8 Aug 16	24											
BRN Defense Course	BLDG 3201 DL 3	16	CL 014	29 Jul 16	12 Sep 16	23 Sep 16	29 Aug 16	24											
TOTALS			14					336	0	0	0	0	0	0	0	1	1	0	0
Pre-Command Course	Museum Training Annex Rm 336	16	CL 001	25 Sep 15	9 Nov 15	20 Nov 15	26 Oct 15	42											
C/1 re-Command Course	Museum Training Annex Rm 336	16	CL 002	2 Jan 16	16 Feb 16	26 Feb 16	2 Feb 16	42											
C/1SG Command Course	Museum Training Annex Rm 336	16	CL 003	26 Feb 16	11 Apr 16	22 Apr 16	28 Mar 16	42											
C/1SG Pr mand Course	Museum Training Annex Rm 336	16	CL 004	25 Mar 16	9 May 16	20 May 16	25 Apr 16	42											
C/1SG Pre-C d Course	Museum Training Annex Rm 336	16	CL 005	6 May 16	20 Jun 16	30 Jun 16	6 Jun 16	42											
C/1SG Pre-Comm se	Museum Training Annex Rm 336	16	CL 006	1 Jul 16	15 Aug 16	26 Aug 16	1 Aug 16	42											
C/1SG Pre-Command Co	Museum Training Annex Rm 336	16	CL 007	5 Aug 16	19 Sep 16	30 Sep 16	5 Sep 16	42											
TOTALS			07					294	0	0	0	0	0	0	0	0	0	0	0

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Master Calendar

Courses listed by start date, location, 45 day mark cut off, number of seats available

LEGEND:

AWAITING FINAL INFORMATION/CONFIRMATION

I Corps MTT - Subquotas restricted to 7ID, 593rd, I Corps HHB. All others must wait until 45 day window to apply.

Yellow Change date, location, or seat number

Blue: Added Course Dates

Cancelled Courses

*= Installation hosted MTT

Calculations for end of year reporting

NOT IN ATRRS

45 DAY

45 DAY MARK DESIGNATE SEATS NO OPEN TO ALL	START DATE	END DATE	2 WEEKS ATRRS CLOSURE	COURSE	BUILDING/ROOM #	FY	CLASS #	SEATS AVAILABLE	# Classes Cancelled: Low Enrollments	# Seats Cancelled: Low Enrollments
TOTALS							29	829	00	0
19 Fe 16	4 Apr 16	22 pr 16	21 Mar 16	Advanced Marksmanship Instructors Course AMIC	Bayonet Academy Bldg 9666 cook ave	16	CL004	36		
	4-Apr-16	8- r-16	21 Mar 16	Bus Driver	Bldg 9619 TMP	16	CL 015	16		
19 F 16	4-Apr-16	15- r-16	21 Mar 16	HAZMAT (AMMO-62-OS) *TECH TRANS OF HAZMAT School Code 910	Bldg 3201 Rm 300	16	CL 005	40		
19 F 16	4 Apr 16	8 A 16	21 Mar 16	Master Driver	DTF Bldg 6238 DL 4 & 5	16	CL007	32		
19 F 16	4 Apr 16	8 A 16	21 Mar 16	Property Book Unit Supply Enhanced (PBUSE)	BLDG 3203 Rm 9	16	CL 007	24		
19 F 16	4 Apr 16	8 A 16	21 Mar 16	SAMS-1E Operators Course	Bldg 3203 Rm 7	16	CL 007	20		
19 F 16	4 Apr 16	8 A 16	20 Apr 15	Unit Armorer	BLDG 3203 RM 1ab	16	CL 007	30		
19 F 16	4 Apr 16	15 A 16	21 Mar 16	Unit Movement Officer Deployment Planning SC415	BLDG 3201 ROOM 305	16	CL005	20		
	5 Apr 16	5 A 16	22 Mar 16	Basic Life Support (BLS/CPR)	Bldg 9031 MSTC	16	CL 010	50		
	5 Apr 16	5 A 16	22 Mar 16	First Aid / IFAK	Bldg 9031 MSTC	16	CL 022	50	x	50
20 F 16	5 Apr 16	6 A 16	22 Mar 16	Schools NCO Training Course	BLDG 3201 Room 401	16	CL 003	40		
21 F 16	6 Apr 16	6 A r 16	23 Mar 16	ARIMS/Publications	BLDG 3201 RM 301	15	CL 007	20		
	7 Apr 16	7 r 16	24 Mar 16	Ammo Handler Certification Course	Bldg 3201 Rm 401	16	CL 013	40		
26 Fe 16	11 Apr 16	1 pr 16	28 Mar 16	Ammo Manager (TAMIS)	Bldg 3201 Rm 202	16	CL 005	24		
	11-Apr-16	1 Apr-16	28 Mar 16	Bus Driver	Bldg 9619 TMP	16	CL 016	16		
26 Feb	11 Apr 16	Apr 16	28 Mar 16	CBRN Defense Course	Bldg 3203 Rm 5	16	CL 008	24		
26 Feb 1	11 Apr 16	2 Apr 16	28 Mar 16	CC/1SG Pre-Command Course	Museum Training Annex Rm 336	16	CL 003	42		
26 Feb 16	11 Apr 16	15 Apr 16	28 Mar 16	Combatives Level I	Bldg R9655, Cook Ave	16	CL 006	32		
26 Feb 16	11 Apr 1	14 Apr 16	28 Mar 16	DIVISION RANGER SELECTION ASSESSMENT - DRSA	Bayonet Academy Bldg 9666 cook ave	16	CL005	16		
26 Feb 16	1 16	11 Apr 16	28 Mar 16	PBUSE Automatic Identification Technology (AIT) Course	BLDG 3203 Rm 9	16	CL 011	12		
27 Feb 16	12 Apr 16	12 Apr 16	29 Mar 16	PBUSE Automatic Identification Technology (AIT) Course	BLDG 3203 Rm 9	16	CL 012	12		

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Master Calendar

Courses listed by 45 day mark, start date, location, number of seats available

NOTE: This is the day designated seats are open to all in the Army. Ensure you reserved your seat prior to this date.

LEGEND:
AWAITING FINAL INFORMATION/CONFIRMATION
I Corps MTT - Subquotas restricted to 7ID, 593rd, I Corps HHB. All others must wait until 45 day window to apply.
Yellow Change date, location, or seat number
Blue: Added Course Dates
Cancelled Courses
*= Installation hosted MTT

NO[illegible] TRRS 45 DA[illegible] 45 DAY MARK DESIGNATED SEATS NOW OPEN TO ALL	START DATE	END DATE	2 WEEKS ATRRS CLOSURE	COURSE	BUILDING/ROOM #	FY	CLASS #	SEATS AVAILABL[illegible]
27 May 16	11 Jul 16	15 Jul 16	6 Jun 16	MEDIC (Table 1-8)	Bldg 9031 MSTC	16	CL 047	50
27 May 16	11 Jul 16	29 Jul 16	27 Jun 16	Advanced Marksmanship Instructors Course AMIC	Bayonet Academy Bldg 9666 cook ave	16	CL007	36
27 May 16	11 Jul 16	22 Jul 16	27 Jun 16	CBRN Defense Course	Bldg 3203 Rm 5	16	CL 011	24
27 May 16	11 Jul 16	15 Jul 16	27 Jun 16	Combatives Level I	Bldg R9655, Cook Ave	16	CL 008	32
27 May 16	11 Jul 16	15 Jul 16	27 Jun 16	Defense Travel System - Train the Trainer	Bldg 3201, Rm 202	16	CL 009	13
27 May 16	11 Jul 16	19 Jul 16	27 Jun 16	Equal Opportunity Leader Course (EOLC)	Museum Training Annex rm 336/306	16	16-04	60
27 May 16	11-Jul-16	15-Jul-16	27 Jun 16	Field Sanitation	Bldg 3201 Rm 401	16	CL 010	40
27 May 16	11 Jul 16	15 Jul 16	27 Jun 16	Master Driver	DTF Bldg 6238 DL 5	16	CL010	16
27 May 16	11 Jul 16	15 Jul 16	27 Jun 16	Property Book Unit Supply Enhanced (PBUSE)	BLDG 3203 Rm 9	16	CL 010	24
27 May 16	11 Jul 16	15 Jul 16	27 Jun 16	SAMS-1E Operators Course	Bldg 3203 Rm 7	16	CL 010	20
27 May 16	11 Jul 16	15 Jul 16	27 Jul 14	Unit Armorer	BLDG 3203 RM 1ab	16	CL 010	30
27 May 1[illegible]	11 Jul 16	22 Jul 16	27 Jun 16	Unit Movement Officer Deployment Planning SC415	BLDG 3201 ROOM 305	16	CL007	20
[illegible] May [illegible]	13 Jul 16	13 Jul 16	29 Jun 16	ARIMS/Publications	BLDG 3201 RM 301	15	CL 010	20
31 May 16	15 Jul 16	15 Jul 16	1 Jul 16	Med Pros/e-Profile Leader Training Course	Bldg 3201 DL 2	16	CL009	16
3 Jun 16	18 Jul 16	29 Jul 16	4 Jul 16	Combatives Level II	Bldg R9655, Cook Ave	16	CL 006	28
3 Jun 16	18 Jul 16	21 Jul 16	4 Jul 16	DIVISION RANGER SELECTION ASSESSMENT - DRSA	Bayonet Academy Bldg 9666 cook ave	16	CL008	16
3 Jun 16	18-Jul-16	29-Jul-16	4 Jul 16	HAZMAT (AMMO-62-OS) *TECH TRANS OF HAZMAT School Code 910	Bldg 3201 Rm 300	16	CL 009	40
4 Jun 16	19 Jul 16	20 Jul 16	5 Jul 16	Schools NCO Training Course	BLDG 3201 Room 401	16	CL 004	40
6 Jun 16	21 Jul 16	22 Jul 16	7 Jul 16	Med Pros Clerk Training	Bldg 3201 DL 3	16	CL009	16

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- ***Questions?***